



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Support Services**

Class Code: 5311

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Coordinates all aspects of the Copy Center, Mail Center, and Graphics operations. Includes employee supervision, work activity oversight, vendor/contractor interactions, inventory control, statistical compilation, accounting, and budgeting requirement.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists the Division Manager in assuring that assigned functions conform to overall policies related to support services functions. Recommends courses of action for policy and procedural changes and devises methods for implementing changes.

Responsible for the daily supervision of the Copy Center, Mail Center, and Graphics section employees. Participates in hiring, performance evaluation, disciplinary/commendatory, and termination actions for assigned personnel.

Responsible for maintaining adequate coverage by determining work flow priorities and by cross training assigned personnel. Responsible for maximizing customer service by insuring that output requirements are achieved in an efficient and timely manner.

Responsible for monitoring the proper operation and maintenance of equipment, including provision of required training, trouble shooting, and follow-up on prescribed maintenance contract schedules. Responsible for maintaining current knowledge of the latest technology through vendor/contractor presentations and industry literature. In Conjunction with the Division Manager will evaluate the need for outsourcing services as necessary.

Responsible for maintaining sufficient inventory and materials for assigned work areas. Must follow Purchasing guidelines to ensure that the County receives quality supplies at the best price. Processes forms for supply requisitions and invoice payment.

Responsible for compiling and analyzing statistical information as prescribed by the Department Performance Measurement Program.

Monitor assigned areas budgets' throughout the year and discusses departmental requests with the Division Manager for additional and/or changes in appropriations. Assists the Division Manager with short and long term planning for assigned functions.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

General knowledge, experience, and training dealing with the provision of business support services.

Ability to supervise others and effectively communicate both orally and in writing with all levels of the organization and the general public. Ability to work independently to ensure that the assigned workforce achieves accurate and timely results. Ability to analyze assigned functions and to make recommendations for efficient methods of operation. Ability to compile and analyze financial and other quantitative data.

Must be skilled in the operation of personal computers and associated software to include word processing and spreadsheet functions.

Bachelor's Degree in Business Management, Public Administration, or a closely related field and three (3) years of progressively responsible professional experience. Prefer experience in the areas of Copy Center operations, Mail Center operations and/or Graphics. Supervisory experience is preferred. An Associates Degree may be substituted for the Bachelor's Degree with an additional two (2) years work experience in areas described above.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The working Environment for this position is typically a general office setting. Most duties are performed sitting at a desk or table. On occasion incumbents in this classification may be required to stand for prolonged periods of time while working in the copy center or mailroom.